

Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: ☐ NEW POSITION ☐ EXISTING POSITION

Part 1 - Items 1 through 12 to be completed by department head or personnel office.

1. Agency Name Department for Children and Families		9. Position No. K0225689	10. Budget Program Number 29115		Agency Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position) Public Service Administrator II			
3. Division East Region			12. Proposed Class Title			
4. Section Operations	For Use By Personnel Office	13. Allocation				Position Number
5. Unit		14. Effective Date				
6. Location (address where employee works) City: Topeka County: Shawnee		15. By	Approved			
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. %		16. Audit Date: By: Date: By:				
8. Regular hours of work: (circle appropriate time) FROM: 8:00 AM/PM To: 5:00 AM/PM	17. Audit Date: By: Date: By:					

PART II - To be completed by department head, personnel office or supervisor of the position.

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name	Title	Position Number
Paul J Shafer	Assistant Director of Operations	K0214654

Who evaluates the work of an incumbent in this position?

Name	Title	Position Number
Paul J Shafer	Assistant Director of Operations	K0214654

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

The employee is given great latitude in planning work and performing designated tasks. Supervisor is available for review and assistance if necessary on most difficult situations. Budgetary work is also overseen by DCF administration and fiscal management. Work is performed based on general guidelines, driven by time frames from weekly to yearly.

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):
What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>Professional Attitude: While performing the tasks listed below, please remember that you are a representative of the Department for Children and Families, and you are expected to:</p> <ul style="list-style-type: none"> • Demonstrate a willingness to help. Remember that your customer is anyone needing or asking for your assistance. For example, this could be other agency employees, community partners, landlords, state and community partners and individuals and families seeking services from the agency. • Demonstrate an attitude of respect, (i.e. be attentive to the customer, communicate in a polite and professional tone of voice, meet with the customer or return phone calls or emails within a reasonable period of time - as defined by your supervisor or program policy), process requests for service as quickly as possible; • Encourage individuals to identify and fulfill their own responsibilities; • Practice personal self-discipline and maintain ethical and professional behavior in times of frustration with difficult customers; • Provide information and service to those seeking assistance from this agency. If you are unable to directly provide that service or information, you should offer to connect them with someone who can assist or advise them. <p>Failure to demonstrate a professional attitude will directly reflect on the organization, the quality of service you provide, and will be considered unacceptable for any employee or the East Region DCF.</p>
1. 25%	E	<p>Supervision: Supervises Fiscal Staff. Hires and trains qualified staff. Provides leadership, guidance and direction. Ensures staff have the necessary tools and training to complete their duties. Establishes employee performance standards and expectations to ensure that employees fully understand assigned roles and individual responsibilities. Monitors performance, documents appropriately and provides regular feedback to ensure employee performance meets or exceeds expected standards. Troubleshoots complex issues and recommends alternatives as appropriate to ensure responsible actions and minimize the risk of liability. Develops and implements corrective action plans, takes informal disciplinary action and recommends formal disciplinary action as needed and in accordance with DCF Handbook on Disciplinary Actions.</p>
2. 40%	E	<p>Fiscal Leadership: Provides the fiscal leadership and direction for the region by determining initiatives and developing goals, objectives, and efficiencies for the region. Develops fiscal policies and strategies to eliminate unnecessary spending and duplication of efforts. Promotes fiscal responsibility by reviewing expenditures – specifically imprest, cellular phone, desk phone, supplies, and travel to ensure that the expenditures are in the best interest of the agency and are compliant with both State of Kansas and DCF Procurement guidelines. Delegates approval of or approves all administrative, travel and client expenditures directly entered into SMART. Reviews the regions Imprest and Fee Fund reports to ensure accuracy of documentation and control systems. Serve as the Regional Procurement Card (P-Card) Administrator, which includes issuance and monitoring of cards and cardless accounts. Provide training on fiscal and budgetary processes, audit compliance and procurement rules and regulations as needed.</p>
3. 25%	E	<p>Budget and Reporting: Utilizes budgetary and financial data to plan and develop the regional budget. This includes analyzing past expenditures and trends and projecting future needs of the agency. Reviewing Full Time Equivalent and Unclassified Temporary reports to ensure all staff are accounted for with the proper pay and benefits. Calculates adjustments to salary and other operating expenses to determine the final budget request. Prepares and presents year to date budget reports to determine where the region is in meeting their budget request and determining whether or where increases or decreases in spending need to or can occur. Recommends capacity to fill positions and complete purchasing needs.</p>
4. 10%	E	<p>Other Duties As Assigned: Performs other duties and provides analyses as assigned.</p>

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22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
 - (x) Plans, staffs, evaluates, and directs work of employees of a work unit.
 - () Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

Name

Title

Position Number

Accountant I
Accounting Specialist
Administrative Specialist

K0075826
K0056919
K0059876

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23. Which statement best describes the results of error in action or decision of this employee?

- () Minimal property damage, minor injury, minor disruption of the flow of work.
- () Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- (X) Major program failure, major property loss, or serious injury or incapacitation.
- () Loss of life, disruption of operations of a major agency.

Please give examples.

Utility outages, unsafe/unsecure buildings, inability to purchase necessary goods and services.

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24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact will be made with central office staff, regional administrative and supervisory staff, vendors and providers, the public and other employees to obtain or provide information, solve problems, and build consensus.

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25. What hazards, risks or discomforts exist on the job or in the work environment?

Stress, Eye/wrist strain, angry customers, traveling, extended periods of sedentary work.

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26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Daily – phone, computer, copier
Occasionally - vehicle

PART III - To be completed by the department head or personnel office

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

One year of experience in providing direction necessary to implement the objectives of an agency, program or organizational unit.
Education may be substituted for experience as determined relevant by the agency.

Education or Training - special or professional

Licenses, certificates and registrations

Special knowledge, skills and abilities

Knowledge

- Knowledge of principles and practices of administration.
- Knowledge of diverse human behavior in organizations and appropriate management techniques that foster teamwork, creativity and problem solving.
- Knowledge of accounting principles.
- Knowledge of general methods and procedures in the area of responsibility.
- Knowledge of state and federal laws, rules and regulations.
- Knowledge of total quality management methods of analyzing processes and identifying customer expectations.

Abilities

Ability to exercise independent judgment in evaluating situations and making decisions.

- Ability to analyze and interpret written material for application to daily work.
- Ability to communicate effectively through both oral and written communication.
- Ability to develop and install complex administrative procedures and operations, and to evaluate their efficiency and effectiveness.
- Ability to provide effective team leadership.
- Ability to identify, share and be receptive to new ideas.

*Necessary at Entry

Experience - length in years and kind

28. SPECIAL QUALIFICATIONS

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Signature of Employee _____

Date _____

Signature of Personnel Official _____

Date _____

Approved:

Signature of Supervisor _____

Date _____

Signature of Agency Head or
Appointing Authority _____

Date _____